



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: October 22, 2015

TO: Intermediate School District (ISD) Superintendents
Local Educational Agencies (LEA) Superintendents

FROM: Norma Jean Sass *njs*
Deputy Superintendent, Education Services

Venessa A. Keesler, Ph.D. *VAK*
Deputy Superintendent, Accountability Services

SUBJECT: Training on Support Documents for Program Evaluation Tool (PET)

In response to feedback from stakeholders and in an effort to further assist local school/district teams in improving the quality of the program evaluation process, the Michigan Department of Education (MDE) invited a team of school improvement, state/federal, and program evaluation leaders to review sample evaluations and determine a support plan. The team has developed a "Criteria for Reviewing Program Evaluations" document, which provides tips and suggestions for including specific details aligned with each question and sub-question included in the PET. In order to have a greater impact on student achievement and to improve the quality of future evaluations submitted into the Adaptive System of School Improvement Support Tools (ASSIST), the committee also incorporated the tips in a PET. In addition, the committee developed several high quality examples of a completed Tool. The support documents have been posted at the following link: www.michigan.gov/ofs.

We are asking ISDs to identify a team of your ISD's state and federal program directors, school improvement facilitators, and/or program evaluation consultants to provide training to LEAs. **Please send the names of those individuals who will be providing the LEA training to Shereen Tabrizi at tabrizis@michigan.gov, Office of Field Services (OFS) Manager by November 30, 2015.**

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The purpose of training is as follows:

- Review the role and benefits of the MDE PET within the continuous improvement process
- Explore lessons learned from PET 2015 submissions
- Become familiar with MDE's PET support documents
- Improve program evaluations to impact student achievement

For the 2015/16 school year, the LEAs are again required to submit in the ASSIST **one** evaluation of a strategy/program/initiative that would make the greatest impact on student achievement. This may be an evaluation of the same strategy/program/initiative submitted in 2014/15 or a different one. We urge LEAs to be thoughtful in their selection in order to maximize the use of resources and their impact on narrowing the achievement gaps.

Training opportunities focused on using the template and the criteria for reviewing PET will be provided for LEAs in 2015/16 and by ISDs as soon as a training schedule has been developed. LEAs are encouraged to contact their OFS Regional Consultant or ISD Consultant(s) regarding the training plan.

cc. Shereen Tabrizi, Ph.D. Manager, OFS
School Improvement Facilitators Network
Michigan Association of State and Federal Program Specialists